

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-46-48 NCCHC Y-H-01, Y-H-02, Y-H-04, Y-H-05, Y-H-06
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Medical Records		
POLICY NUMBER: DJJ 705.1		
TOTAL PAGES: 2		
DATE ISSUED: July 15, 2005	EFFECTIVE DATE: 02/03/06	
APPROVAL: Bridget Skaggs Brown		, COMMISSIONER

I. POLICY

Each Regional Juvenile Detention Center shall maintain a Medical Record for each youth and shall maintain the confidentiality of Medical Records. Medical Records shall be maintained and controlled by the Nurse.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. Each Residential Juvenile Detention Center shall maintain a health record for each youth in accordance with DJJPP 402.1. The Medical Record shall be maintained separately from the youth's Individual Client Record while at the facility. It shall be maintained in the Nurse's Office, marked as confidential, and locked unless in use. Transfer of Medical Records and information to agencies outside DJJ shall require written authorization by the youth, and parent or guardian.
- B. Mental health notes shall be maintained with the Medical Record. A copy of the note shall be made and placed in the Individual Client Record with appropriate blocking out of medical information.
- C. Access to Medical Records shall be available only to the facility nurse; facility qualified health professional; facility qualified mental health professional; facility Superintendent; Medical Director; Nursing Administrator; Chief of Mental Health Services; Federal Monitors; designated staff of the Division of

POLICY NUMBER DJJ 705.1	ISSUE DATE 07/15/05	EFFECTIVE DATE 02/03/06	PAGE NUMBER 2 of 2
--	--------------------------------------	--	-------------------------------------

Program Services; and ACA standards compliance auditors.

- D. If a youth is transferred from a Regional Juvenile Detention Center to another DJJ facility, a Transfer Summary including documentation of at least three (3) working days supply of any required medication(s) shall accompany the youth to the receiving facility. The youth's original Medical Record shall be transferred with the youth, if possible. If the simultaneous transfer is not possible, the facility charge nurse or designee shall contact the receiving facility's charge nurse immediately to notify the receiving facility of any special medical problems or prescription information. If this situation occurs, the sending facility shall transfer the Medical Record within 24 hours along with the youth's Individual Client Record. Medical Records shall be transferred in a sealed envelope.
- E. If the transfer is to a non-state operated facility, that facility shall receive a copy of health data if requested and only after appropriate Release of Medical Information authorization has been received.
- F. Upon release of a youth from a Regional Juvenile Detention Center, the facility charge nurse shall audit the Medical Record for completion of documentation and signatures. Any incomplete documentation shall be completed if possible and a late entry shall be included and identified when applicable.
- G. Original Medical Records shall be maintained at the facility and disposed of according to the Record Retention and Disposal Schedule of 1976 or any revisions thereafter. Retained Medical Records shall be identified as confidential.
- H. If a youth returns to a DJJ facility, the Medical Record shall be re-activated.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the facility Superintendent or designee, the facility Nurse, and the Medical Director or designee.